

LOUISIANA TRAVEL POLICY TRAINING

PPM 49 POLICY AND PROCEDURE MEMORANDUM 49



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Travel Solutions



PPM 49 Travel Policy



Airfares/Airport Information



Contract Travel Agency



Hotels



Ground Transportation / Car Rental



Parking



Meals & Misc. Allowances



Other Related Travel Information



Group Travel



Forms



Corporate Travel Card



LaCarte Purchasing Card



FAQs/Training Request



How Do They Rate?



CONTRACTED TRAVEL AGENCY

SHORT'S TRAVEL MANAGEMENT

TOLL FREE: 888-846-6810

EMAIL: STATE@SHORTSTRAVEL.COM/LA

WEBSITE: WWW.SHORTSTRAVEL.COM/LA

AFTER HOURS SERVICE

(AFTER 5:00 PM AND ON WEEKENDS)

888-846-6810

**PLEASE NOTE THAT THERE IS A \$15 CHARGE
PER CALL FOR AFTER HOUR SERVICES**

(Agency will have final decision on reimbursement of this charge, which should depend on reason for call. i.e. true emergency and not to check on flight time, hotel information, etc.)

TRUE NORTH TRAVEL SOLUTIONS

****MOTOR COACH TRAVEL ONLY**

DIRECT: 312-698-8991

FAX: 312-284-4802

EMAIL: NICK@TRUENORTH-TRAVEL.COM

TRANSACTION FEE

The State contract determines the fee amount for the services required.

Transaction Fee for 2010-11 is **\$24.00**

The fee amount is not negotiable; nor is it considered when comparing airfare rates.

VISA CARDS

OFFICIAL BUSINESS USE ONLY

No Annual Fee

No Interest

Must be paid in full

Liability of Individual

Flight Insurance

No Cash

PERSONAL VEHICLES

.48 CENTS PER MILE

- **Odometer Readings**
- **Website Mileage Calculator**

Personal Vehicle Changes

- ▣ Personal Mileage Reimbursement
 - Up to 99 Miles Maximum Per Trip/Day

- ▣ Over 100 Miles of Travel
 - Utilize State Vehicle, If Available
 - Rent Vehicle from State Motor Pool Rental Contract from Enterprise Rent-A-Car
 - Use Personal Vehicle with Reimbursement Up To 99 Miles

- ▣ Use Fuel Card or Personal Credit Card for Purchases of Gas in Rental Vehicles.

RENTAL VEHICLES

- VEHICLE SIZE REIMBURSEMENT:

COMPACT OR MID/INTERMEDIATE

- REQUIRES PRIOR APPROVAL FROM DEPARTMENT HEAD OR DESIGNEE - MAY BE DONE ON ANNUAL BASIS

MANDATORY IN-STATE

PERSONAL USE OF RENTAL VEHICLE DURING A RENTAL FOR OFFICIAL STATE BUSINESS IS NOT ALLOWED.

State Motor Pool Rental Contract Special Conditions

- ▣ CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage is included in the In-State Motor Pool Rental Contract price. **NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT FOR OUTSIDE OF THE 50 UNITED STATES, SEE SECTION 1504.C.3.i.** There should be no other charges added to the base price, unless you reserve your vehicle at an airport location (which is **NOT** recommended).

Onetime Bypass/Program Bypass

- Department Head or Designee May Give Onetime Approval to Bypass Use of Contract
 - Program
 - Group
 - Internal Division
- Agency Exemption from Program Requires a Justification be Sent to Commissioner of Administration with Justification as to why Rental is NOT Feasible.
- Exemption Means Not Required to Use Motor Pool Rental Contract and May be Reimbursed Actual Mileage
- Members of Boards, Commissions, State Contractors – Not Mandatory When a Cost Analysis Indicates Not in Best Interest of State.

State Motor Pool Rental Contract Through Enterprise Rent-A-Car

Enterprise will provide the following:

- ▣ Pickup, free of charge, from a business or home with advanced notice.
- ▣ Free upgrade if allowed/needed size vehicle is unavailable
- ▣ No charges for additional drivers
- ▣ 24/7 Roadside Services
- ▣ Rates include unlimited mileage for all rentals based out of Louisiana
- ▣ In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning in which the rental is needed with pickup before the close of business the night prior.
- ▣ No Drop off charges for rentals in Louisiana that commence in Louisiana.
- ▣ Allowance of age 18 or older to drive rental vehicles, with valid driver's license, and age 25 or older to drive a 12 and 15 passenger van when meeting Enterprises other normal renter qualifications. 18-20 year old renters will be limited to Intermediate size vehicles and below and be assessed a \$5.00/day surcharge

RESERVATION INFORMATION

- ▣ Should not make reservations at an airport location, as this will add additional unnecessary cost to your rentals.
- ▣ An employee can reserve a vehicle in one of several ways using the State's Corporate ID Number NA1403 and Company Name or PIN Number - STA
- ▣ Reserve by calling an Enterprise local rental branch directly (during business hours)
 - By calling 1-800-Rent-A-Car (24 hours/day)
 - Accessing the State Travel website at http://www.enterprise.com/car_rental/home.do
 - NOTE: Reservations are to be made 24 hours in advance for guaranteed vehicle class/size

GASOLINE

- ▣ REGULAR UNLEADED OR DIESEL ONLY
MID-GRADE, SUPER, PLUS OR PREMIUM NOT
NECESSARY

APPLICABLE FOR STATE OWNED
VEHICLES AND RENTAL VEHICLES

GROUND TRANSPORTATION

TAXI, SHUTTLE, BUS, SUBWAY, ETC

- AIRPORT SHUTTLE/LIMOUSINES AND TAXI REMIBURSEMENTS NEEDS A RECEIPT - REGARDLESS OF AMOUNT
- TIP ALLOWED FOR SHUTTLES/LIMOUSINES AND TAXIS NOT TO EXCEED 15% -
 - TIP MUST BE ON THE RECEIPT
 - UP TO \$15 /DAY- NO RECEIPT FOR OTHER GROUND TRANSPORTATION

PARKING

- ▣ **BATON ROUGE AIRPORT**
 - ▣ **INDOOR/OUTDOOR PARKING**
 - ▣ **\$3.50 PER DAY (NO RECEIPT)**
 - **PARKING COUPON, ITINERARY OR STATE ID**
- ▣ **NEW ORLEANS AIRPORT**
 - ▣ **PARK-N-FLY - OUR WEBSITE**
 - ▣ **\$6.00 PER DAY; \$36.00 PER WEEK**
- ▣ **OTHER PARKING; FERRY FARES AND ROAD AND BRIDGE TOLLS -**
 - ▣ **\$5.00 PER DAY WITHOUT RECEIPT**
 - ▣ **OVER \$5.00 MUST HAVE RECEIPT**

MEALS

- ▣ Policy has 4 Tiers
- ▣ Allowances Include Tax & Tips
- ▣ No Receipts Required
- ▣ Partial Meals such as Continental Breakfast or Airline Meals are not Considered Meals

LODGING

- * Routine Travel VS. Conference**
- * Base Rates Plus Taxes, Mandatory Surcharges**
- * Receipts Required**

Routine and Conference Lodging

- › Routine – Department Head up to 50 Percent Over
 - Case by Case Basis
 - Justification showing that attempts were made with hotels in area to receive State/best rate.

- › Conference – Department Head Approval for Actual Cost
 - Designated Conference Hotel
 - Single Occupancy Standard Room
 - Several Designated – Should Utilize Lowest

MISCELLANEOUS EXPENSE

- ▣ COMMUNICATION EXPENSES
 - BUSINESS
 - PERSONAL
- ▣ INTERNET CHARGES
- ▣ STORAGE FEES-EQUIPMENT
- ▣ TIPS FOR BAGGAGE:
 - *HOTEL- \$3 Max per hotel check-in and \$3 per hotel check-out
 - *AIRPORT- \$3 Max per outbound departure and \$3 per in-bound trip
- ▣ LUGGAGE ALLOWANCES:

Department Head may approve reimbursement for first checked bag for trip of 5 days or less and second bag for trip of 6-10 days.
Additional baggage required by agency -
Receipt Required.

QUESTIONS: